

**When is a new EA-117, "Application for Assistance," required for a TANF application vs. when can an EA-117A be used to "add" TANF to an existing EA-117?**

*"The Form EA-117A is used to allow the SSW to add a program to a case which has at least one program case in active status and contains a current Form EA-117. A Form EA-117 is considered "current" if the existing program in the Master Case is not due for an eligibility review within 30 days from the current date. When programs are requested on the same day only one Form EA-117A is needed. Form EA-117A cannot be used to add a program(s) to any other application form."*

For example, a family is currently receiving Food Stamps and the Food Stamp application was an EA-117 filed two months ago. The current Food Stamp certification period does not expire within the next 30 days. The family calls their eligibility worker to request an ADC (TANF) application. Because the Food Stamp EA-117 meets the definition of "current," a new EA-117 **is not** required. An EA-117A is completed and sent to the family. The EA-117A must be signed by the client and returned to the Local Office, and once received, the 117A and the existing EA-117 comprise a new application for ADC (TANF).

For further instructions concerning use of the EA-117A as well as downloadable EA-117A versions in both English and Spanish, please see the Economic Assistance Policy Log entry dated 08/31/2004.

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